



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

Issuance Date: August 22, 2003

Closing Date: September 1, 2003, (11:00 a.m. EST.)

SUBJECT: Request For Quotations (RFQ) No. M/OP/DCHA/AFP-03-0010-RJ,
Assessment of FY 2004 Applications for Grant Assistance

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking quotations from a vendor who can provide technical assistance services to review, score and provide suggestions for U.S.A.I.D. Grant applications. This requirement will be a firm-fixed price purchase order.

If you choose to submit a quotation, it must be submitted in one original, one copy and one electronic copy with the attached request for quotation and received no later than 11:00 a.m. EST by September 1, 2003.

Quotations and amendments there of must be addressed as follows:

If sent via U.S. Postal Service:

U.S. Agency for International Development
Office of Procurement
M/OP/DCHA/AFP
Room 7.09-100, Ronald Reagan Building
1300 Pennsylvania Avenue, NW
Washington, D.C. 20523
ATTN: Ms. Ryan Johnson
202-712-1185

If Hand Carried

U.S. Agency for International Development
Office of Procurement
M/OP/DCHA/AFP
7.09-100, Ronald Reagan Building
1300 Pennsylvania Ave., NW
Washington, D.C. 20523
ATTN: Ms. Ryan Johnson (202-712-1185)
USAID Visitor's Desk
Enter at the 14th Street Lobby Only
Someone will be available in the lobby to collect quotes on 9/01/2003 between 10:00am and 11:00am.

It should be noted that packages may not be left at the USAID Visitor's Desk. Therefore, to ensure timely receipt, you should call Ms. Johnson, Telephone (202) 712-1185 to make sure that someone will be available to meet the courier in the lobby to receive the package. You are solely responsible for ensuring timely delivery.

This procurement is issued pursuant to the simplified acquisition procedures Chapter 13 of FAR, Subpart 13.003(b)(1) which requires that acquisition of supplies or services that have an anticipated dollar value exceeding \$2,500 and not exceeding \$100,000 be reserved exclusively for **small business concerns** and **publicized under FAR 5.101(2) for contract actions between \$10,000 and \$25,000.**

The selection will consist of a Best Value Source Selection strategy using the tradeoff procedure. The evaluation criteria will be based upon the technical capability of the quoter, past performance and price. Under this RFQ best value/tradeoff source selection, nonprice evaluation factors, when combined are significantly more important than price. However, USAID will not select an offeror for award on the basis of a superior capability without consideration of price. USAID will rank each offeror by making a series of paired comparisons between them, trading off the difference in capability and the price. The selection authority will decide whether the difference in capability is worth the difference in price.

This solicitation in no way obligates USAID to award a contract nor does it commit USAID to pay any cost incurred in the preparation and submission of the proposal. Any questions concerning this solicitation should be directed to Ms. Ryan Johnson in written format at ryjohnson@usaid.gov.

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE OF PAGE(S)	
1. REQUEST NO. M/OP/DCHA/AFP-03-0010-RJ	2. DATE ISSUED 08/22/2003	3. REQUISITION/PURCHASE REQUEST NO. 10287/137		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 ► AND/OR DMS REG. 1	RATING	
5a. ISSUED BY U.S. Agency for International Development M/OP/G/EG, Room 7.09-100 Ronald Reagan Building 1300 Pennsylvania Avenue, NW Washington, DC 20523-7100				6. DELIVER BY (DATE) TBD		
5b. FOR INFORMATION CALL (NO COLLECT CALLS) NAME Ms. Ryan Johnson				7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (SEE SCHEDULE)		
8. TO: a. NAME ALL POTENTIAL OFFERORS c. STREET ADDRESS d. CITY				9. DESTINATION a. NAME OF CONSIGNEE b. STREET ADDRESS c. CITY d. STATE e. ZIP CODE		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 09/01/2003 11:00am				IMPORTANT: This is a request for information, and quotations furnished are not officers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		
11. SCHEDULE <i>(Include applicable Federal, State and local taxes)</i>						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
0001	The Contractor shall review and numerically score the applications received by U.S.A.I.D. for consideration FY 2004 grant assistance					
0002	The Contractor shall provide written suggestions on how to improve fairness and objectivity of the applications evaluation process and provide written comments on the revised grant application form, the guidelines and scoring methods and recommend refinement/changes to improve their clarity, proper U.S.A.I.D. intended interpretation by the applications and the effectiveness of the evaluation process.					
12. DISCOUNT FOR PROMPT PAYMENT <i>(See Section I, Clause No. 52.232-8)</i>		10 CALENDAR DAYS (%) %	20 CALENDAR DAYS (%) %	30 CALENDAR DAYS (%) %	CALENDAR DAYS (%) %	
NOTE: Additional provisions and representations are <input type="checkbox"/> are not <input type="checkbox"/> attached.						
13. NAME AND ADDRESS OF QUOTER a. NAME OF QUOTER b. STREET ADDRESS c. COUNTY d. CITY e. STATE f. ZIP CODE			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION 16. SIGNER a. NAME (Type or print) c. TITLE (Type or print)		15. DATE OF QUOTATION b. TELEPHONE AREA CODE NUMBER	

SECTION A – TITLE

Assessment of Fiscal Year 2004 applications for grant assistance from the Office of American Schools and Hospitals Abroad (ASHA)

SECTION B – PRICES

This firm-fixed price purchase order to procure the services of a contractor for the performance and delivery and acceptance of the deliverables indicated below is \$ _____

SECTION C – DESCRIPTION OF SERVICES OR DELIVERABLES

Statement of Work

Task 1. The contractor shall review and numerically score the applications received by USAID/DCHA/ASHA for consideration of FY 2004 assistance, in accordance with existing criteria and factors used to determine the strengths and weaknesses of applicants/institutions and the merits of the grantee-proposed uses of USAID funds, if grant is awarded. Approximately 64 applications are expected to be submitted for ASHA assistance. The examination will be made against ASHA program criteria as published in the Federal Register as well as additional factors such as need, impact potential, cost-efficiency and relevancy to the objectives of the program as prescribed by ASHA legislation (Section 214 of the FAA of 1961, as amended).

The contractor shall participate in the review process of the applications and shall independently assess and score (in accordance with the DCHA/ASHA established technical evaluation criteria) each submitted application.

In the evaluation process of each application, the contractor shall:

- (1) prepare the rating (in accordance with the DCHA/ASHA established technical evaluation criteria) of each application,
- (2) prepare appropriate and adequate narrative comments corresponding to/supporting the numerical scoring assigned by the contract for each evaluation criterion,
- (3) provide written comments on the quality of the applicant's proposed program that support the numerical scoring, and
- (4) provide narrative comments on the applications recommended for acceptance or rejection for award based on potential for optimal/best use of USAID grant funds.

Task 2. In addition to the applications evaluation, rating and ranking (the main task), the contractor shall provide:

- (1) written suggestions on how to improve fairness and objectivity of the applications evaluation process, and
- (2) provide written comments on the revised grant application form, the guidelines and scoring methods and recommend refinement/changes to improve their clarity, proper/USAID intended interpretation by the applications, and the effectiveness of the evaluation process itself.

Items (1) and (2), immediately above, prepared in a concise form: one (1) original plus two (2) copies, are due together with the contractor's final report.

The contractor shall evaluate applications and prepare all required written documents using his/her own logistic support (e.g., office, computer to generate reports, etc.). The software packages that must be used to prepare rating sheets and narratives are EXCEL and WORD respectively.

At the first meeting with DCHA/ASHA scheduled to begin at 9:00 a.m. on October 1, 2003, (subject to confirmation by CTO identified in the purchase order) the contractor shall be given an initial set of applications to evaluate. The contractor is responsible for picking up the balance of the applications, requiring a total of 8 return trips to the DCHA/ASHA office, as well as four (4) additional trips to participate in the mid-review briefing tentatively scheduled for October 30, 2003, and the final discussions tentatively scheduled for November 24, 25, and 26, 2003 (anticipated to last a total of three full days).

Because of the need to review and exchange applications with other members of the review team during the review period, successful applicants must be in the Washington, DC metropolitan area.

Reports and Deliverables

The contractor shall submit:

1. an initial rating report submitted prior to the three-day debrief which is used as a starting point for discussions,
2. a final rating report of the quantitative and qualitative assessment of FY 2003 ASHA applications in accordance with existing criteria, factors, and procedures using EXCEL and submitted on a 3 ½" diskette with three (3) hard copies,
3. a report critiquing the evaluation process which shall contain the comments for all FY 2003 applications, and
4. the final report (includes narrative and scoring for each application) prepared using WORD on a 3 ½" diskette which is to be submitted with three (3) hard copies of the report.

The ratings contained in the final rating report shall not be altered in the final report that is submitted later. The score for all applications will be identical in both reports.

It is imperative that the final score for each applicant match the narrative report for each application. If the score and the narrative do not agree with each other, the final report will be considered in non-compliance. Reviewers' recommendation whether or not to fund an application should be consistent with the ratings and narratives. Reviewers will not make recommendations as to level of funding.

Delivery Dates

The contractor will submit to DCHA/ASHA:

1. a 3 ½" diskette and three (3) hard copies of the initial ratings no later than 9:00 a.m. November 21, 2003,
2. a 3 ½" diskette and three (3) hard copies of the final ratings no later than 12:00 p.m. (noon) December 6, 2003,
3. an original plus three copies, and a 3 ½" diskette of the final report no later than 12:00 p.m. (noon) on December 16, 2003.

SECTION D. PACKAGING AND MARKING

Not applicable.

SECTION E. INSPECTION AND ACCEPTANCE

Clauses Incorporated by References (JUNE 1988)

Inspection and acceptance of all services required hereunder will be performed by the cognizant USAID technical office representative identified in Section G.2 of this purchase order. Also, this Order incorporates the following clause by reference, with the same force and effect as if it were given in full text. Upon request, the Contracting Officer will make its full text available.

FAR 52.246-4 INSPECTION OF SERVICES - FIXED PRICE (FEB 1992)

SECTION F - DELIVERIES OR PERFORMANCE

F. Period of Performance

U.S.A.I.D. estimates the period of performance to begin October 1, 2003, and end on December 17, 2003.

The Place of Performance will be Washington, D.C. The U.S.A.I.D. estimated level of effort is 290 hours.

SECTION G - CONTRACT ADMINISTRATION DATA

Contract Administration Office is:

U.S. Agency for International Development
Office of Procurement, M/OP/DCHA/AFP
Ronald Reagan Building, Room 7.09-100
1300 Pennsylvania Avenue, NW
Washington, DC 20523-7700

The Cognizant Technical Officer (CTO) is responsible for the technical direction and monitoring the performance of this order. The CTO is **TO BE DETERMINED**.

Technical Direction: Performance of the work hereunder shall be subject to the technical direction of the cognizant technical office and/or CTO. As used herein, "technical directions" are directions provided to the contractor **in writing** which fill in details, suggest possible line of inquiry, or otherwise address the general scope of work. Technical directions must be consistent with the terms of this Order, shall not change or modify the terms and conditions of this Order, and shall not constitute changes (as "Changes-Fixed Price", FAR 52.243-1), which may only be accomplished by the Contracting Officer.

Payment Procedures

- a. Upon inspection and acceptance of the work described in Section C. and submission of the requirement payment documentation set forth below, the contractor will be entitled to payment of the firm fixed price set forth in Section B.
- b. To receive timely payment, the Contractor shall follow the instructions in the "SUPPLEMENTAL INVOICING INFORMATION" on page 1 of the Optional Form 347. All vouchers must be sent directly to the paying office designated under section d below. All vouchers must cite "Purchase Order No. **TO BE DETERMINED**".
- c. Payment will be made no later than the 30th calendar day after the designated paying office has received the proper invoice from the Contractor and has verified acceptance of the services with the CTO. The firm fixed price includes the delivery and acceptance by the CTO of services performed and received. Payment will be rendered upon completion of work as assigned.
- d. All request for payment shall be sent the following payment office:

Agency for International Development
Ronald Reagan Building
M/FM/CMP - Room 7.07 Document Control
Washington, DC 20523-7700
- e. The payment date shall be either the date placed on the U.S. Treasury check at the time of issuance by the disbursing office (if mailed) or the date on which electronic transfer is made, and not the date of actual receipt of the check in the mail.
- f. The Contractor shall forward copies of all submitted invoices to the cognizant USAID CTO designated in Section G.2. of this Purchase Order.

SECTION I - CONTRACT CLAUSES

FAR 52.252-2 Contract Clauses Incorporated by Reference (FEB 1998)

This Order incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this addresses:

<http://www.arnet.gov/far>

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES:

See attached for applicable purchase order clauses.

USAID ACQUISITION REGULATION (48 CFR CHAPTER 7) CLAUSES:

752.202-1	USAID Definitions Clause--General Supplement for use in all USAID contracts (JAN 1990)(Alternate 70)
752.204-2	Security Requirements
752.211-70	Language and Measurement (June 1992)
752.7008	Use of Government Facilities or Personnel (APR 1984)
752.7015	Use of Pouch Facilities (JULY 1997)
752.7025	Approvals (APR 1984)

SECTION J - ATTACHMENTS

J.1 Past Performance – Experience Matrix

J.2 Contractor Employee Biographical Data Sheet (USAID Form 1420-17)

J.3 Contractor Information Data

ATTACHMENT 1

Past Performance – Experience Matrix and Matrix Addendum

Past Performance/Experience Matrix Instructions [Per Section L]

The past performance matrix is to be used for defining references for work areas. This form will be used to assess the satisfactory performance of an offeror as it compares to the nature of the work envisioned under this requirement. This form maybe electronically duplicated and the columns and rows may be adjusted as necessary to accommodate the requested information.

Instructions:

In the first table column, insert the name, address, point of contact, and telephone number of the reference.

The remaining columns correspond with the specific activity components required under this contract. Using a “P” or “S”, the contractor will indicate in the columns they completed the task as a prime or subcontractor. P – indicates performance as a prime contractor. S – indicates performance as a subcontractor (levels of subcontractor may be indicated with subscript numbers).

For each reference indicated, provide the date of contract award, the dollar amount of the contract, and a brief description of the services rendered. As a separate attachment to this form, please state any information regarding related litigation and/or explanations regarding potential adverse reference responses.

Past Performance – Experience Matrix

Activity Component: 1. <i>Publishing Services</i>					
Reference:	Contract Number	Activity	Contract Dollar Amount	Problems Encountered?/Problems Solved	Description of Services
Example ABC Corp 123 Street, Sample, USA POC: Jane Doe Tel: 111-222-1234	XXX-X-XX-00002-00				P Acted as liaison on several T&M, IQC contract with USAID DOS:9/2/89 – 8/23/00 \$2 million

SECTION K - STATEMENTS OF THE OFFERORS

Please provide a Taxpayer Identification Number. A Taxpayer Identification Number (TIN), as used in the provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an Employer Identification Number:

_____.

If the remittance address is different than that shown on the cover sheet of this purchase order, please provide the address to which payment shall be made:

_____.

If the Vendor is an individual, please provide necessary documentation for conformance with Clause 52.223-6, Drug-Free Workplace.

SECTION L - INSTRUCTIONS

The closing date for the subject RFQ is September 1, 2003, at 11:00am, EST.

The address in Item 5A. is for hard carried or overnight delivered proposals. Mail proposals to the U.S. Agency for International Development, Ronald Reagan Building, M/OP/DCHA/AFP, Room 7.09-100, Washington, DC 20523-7100, Attn: Ryan Johnson, Contract Specialist.

Offerors are invited to submit quotations for the described services for USAID/Washington. All responsive quotes will be evaluated and the procurement award will be made to the quote offering the best value to the Agency. Non-responsive quotes will not be given consideration. Examples of Non-responsive quotes include but are not limited to the following: 1) submission of an incomplete quote; 2) quotes submitted after the required date/time; 3) failure to agree to the delivery date - The quote must indicate that the quoter is agreeing to meet the required date; 4) and quotations in other than U.S. dollars.

All offerors are required to submit one (1) signed original, one copy and one electronic copy of their quotation to the above address by the time and date specified.

Any new vendor to the U.S. Agency for International Development must complete Attachment J.3.

Technical

Offerors shall submit no more than seven (7) pages describing prior experience relevant to the selection criteria under FAR 52.212-2.

Offerors shall also submit a resume of no more than five (5) pages.

Past Performance

At least 3 and no more than 5 past performance references should be provided by the quoter as outlined in section J.1. Complete the past performance matrix and add any narratives that your organizations deems necessary.

Cost

Cost proposal: Offerors shall submit a price for line item 0001 and a price for line item 0002 on the cover sheet and in Section B of the RFP.

Proposal Format

Technical proposals must be legible, double spaced (personal resumes may be single spaced), typewritten (on one side only), in a type-size not smaller than 12 point proportional, on paper not larger than 8 ½ by 11 inches and not to exceed 7 pages for the Technical Proposal (excluding past performance references and one résumé). One inch margins shall be on all sides of the paper. Pages in excess of the aforementioned limitation shall not be read, and the proposal shall be evaluated as if the excess pages did not exist.

Past Performance References of at least 3 and no more than 5 (you must include point of contact names and phones numbers of individuals who can both verify and discuss the quoter's prior experience and performance) will be completed in accordance with Section J Matrix attachment.

Cost: Price will be entered on the Schedule of the Request for Quotation cover page and in Section B of the RFQ.

Any questions to this RFQ should be put in writing and sent to ryjohnson@usaid.gov . All questions should be received at least two days prior to the closing date of RFQ.

SECTION M - EVALUATION CRITERIA

Criteria

USAID will award a single purchase order to the responsive and responsible vendor who provides the best value to the Government based on evaluation criteria listed on the following page:

- Experience and Performance in hospital administration, health administration, financial management, and/or as a university president etc.
- Experience and Performance in evaluating or implementing grants. Knowledge of USAID activities is highly desirable but not required.
- Background in the design of health care facilities.
- Administrative experience/performance and background in managing overseas higher education development projects.
- A working knowledge of institutional development.
- An understanding of the U.S. policy related to implementing health programs overseas.
- Background demonstrating international experience.
- Knowledge of Microsoft WORD and EXCEL.

Experience denotes the number of opportunities an offeror has had performing an activity.

Past performance is a measure of the degree to which an offeror satisfied its customers in the past and complied contract terms, and laws and regulations.

Relative Importance of the Evaluation Factors - Best Value Source Selection

Nonprice evaluation factors when combined are significantly more important than price. A quote must be responsive and responsible in order for the offeror to be eligible for award. USAID considered the offeror's technical capabilities to be more important than price. USAID will not select an offeror for award on the basis technical capability without consideration of the amount of its price. The relative influence that technical capability and price will have on source selection authority will depend on the marginal differences among the competing offerors.

CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET						
1. Name (Last, First, Middle)			2. Contractor's Name			
3. Employee's Address (include ZIP code)			4. Contract Number		5. Position Under Contract	
			6. Proposed Salary		7. Duration of Assignment	
8. Telephone Number (include area code)		9. Place of Birth		10. Citizenship (If non-U.S. citizen, give visa status)		
1. Names, Ages, and Relationship of Dependents to Accompany Individual to Country of Assignment						
12. EDUCATION (include all college or university degrees)				13. LANGUAGE PROFICIENCY		
NAME AND LOCATION OF INSTITUTION	MAJOR	DECREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading
					2/S	2/R
					2/S	2/R
					2/S	2/R
14. EMPLOYMENT HISTORY						
<p>1. Give lasts three (3) years. List salaries separate for each year. Continue on separate sheet of paper if required to list all employment related to duties of proposed Assignment.</p> <p>2. Salary definition – basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.</p>						
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #		Dates of Employment (mm/dd/yyyy)		Annual Salary	
			From	To	Dollars	
15. SPECIFIC CONSULTANT SERVICES (give last three (3) years)						
SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #		Dates of Employment (mm/dd/yyyy)		Days at Rate	Daily Rate In Dollars
			From	To		
16. CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.						
Signature of Employee				Date		
Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. The making of certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.						
Signature of Contractor's Representative					Date	

INSTRUCTIONS

Indicate your language proficiency in block 13 using the following numeric interagency Language Roundtable levels (Foreign Service Institute levels). Also, the following provides brief descriptions of proficiency levels 2, 3, 4, and 5. “S” indicates speaking ability and “R” indicates reading ability. For more in-depth description of the levels refer to USAID Handbook 28.

2. Limited working proficiency

S Able to satisfy routine social demands and limited work requirements.

R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or Typescript on familiar subjects.

3. General professional proficiency

S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most Formal and informal conversations.

R Able to read within a normal range of speed and with almost complete comprehension.

4. Advanced professional proficiency

S Able to use the language fluently and accurately on all levels.

R Nearly native ability to read and understand extremely difficult or abstract prose, colloquialisms and slang.

5. Functional native proficiency

S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker.

R Reading proficiency is functionally equivalent to that of the well-educated native reader.

PAPERWORK REDUCTION ACT INFORMATION

The information requested by this form is necessary for prudent management and administration of public funds under USAID contracts. The information helps USAID estimate overseas logistic support and allowances; the educational Information provides an indication of qualifications; the salary information is used as a means of cost monitoring and to help determine reasonableness of proposed salary.

PAPERWORK REDUCTION ACT NOTICE

Public reporting burden for this collection of information is estimated to average thirty minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

United States Agency for International Development
Procurement Policy Division (M/OP/P)
Washington, DC 20523-1435;
And

Office of Management and Budget
Paperwork Reduction Project (0412-0520)
Washington, DC 20503



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

ATTACHMENT J.3

**CONTRACTOR INFORMATION DATA FOR ENTRY INTO FINANCIAL
MANAGEMENT ACCOUNTING SYSTEM (PHOENIX)**

VENDOR NAME _____

VENDOR ADDRESS _____

VENDOR CITY _____

VENDOR STATE _____

ZIP CODE _____

POINT OF CONTACT _____

POC TELEPHONE NO. _____

POC E-MAIL ADDRESS _____

DUNS NO. _____

TAXPAYER ID NO. OR SOCIAL SECURITY NO. for
INDIVIDUALS) _____

SIZE OF BUSINESS: (Small, Large, Nonprofit) _____

IF SMALL (8A, Women Owned, Small Disadvantaged, etc.) _____

OWNERSHIP TYPE: (Asian-Indian, Black American, Native American, Hispanic-American, Other
Minority, Unknown, etc.) _____

PROFILE: (Corporation, Education, College, Individual, HBCU, International Center Research,
Voluntary, Hospital, Hispanic Serving Institution, Foundation, Sheltered Workshop, etc.) _____

Economic Type: (Private, International Public Sector, Federal Government, State/Local Government, Foreign Contractor, etc.)

BANK INFORMATION FOR ELECTRONIC PAYMENT

Bank Name _____

ABA Number (9 digit) _____

ACCOUNT NO. _____

Account Type (Checking/Savings) _____